

# Runway-Taxiway Construction Checklist

Complete Runway Closure	Start date:					
As Early as Possible:	Required	Suggested	Status	Date	Reason Not Accomplished	Notes
Review best practices/lessons learned	X					
Integrate Technical Operations to ensure cooperation	X					
Review airport Master Plan (long-range) with airport authority	X					Review specific imminent phases (revisit as funding changes); request daily updates be posted on airport authority webpage
Notify the Airport Construction Advisory Council via email to the following address: <b>9-AJA-ConstructionCouncil@faa.gov</b>	X					
Coordinate with sponsor to effect closure coincidental to publication/charting date		X				
Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X					
Model the construction in the simulator	X					
Advise/coordinate project with regional Runway Safety Office	X					
- accomplish local-regional RSAT focused on construction impact	X					
Tailor communication strategy to this project	X					
Coordinate with Traffic Management - develop impact statement	X					
Confirm effect to instrument procedures, critical areas, protected surfaces; check with AFS	X					
Review necessary LOA changes related to local operators	X					
Evaluate whether construction may generate need for new/different runway hot spot(s)	X					
Review ARFF routes/staging and suspicious materials holding areas with airport authority	X					
Confirm location of RSA(s) for each proposed and existing runway affected	X					
Determine extent of surface surveillance (ASDE-X and/or AMASS) map changes needed and coordinate as necessary	X					
Determine whether video map set change is needed and coordinate as necessary	X					
Review Construction Safety Phasing Plan (CSPP) with Airport District Office (ADO)	X					Review construction safety plans submitted to ADO and comment on vehicle routes to/from movement areas; insist on use of access roads to runway ends if construction affects intersecting runways
Review movement area visibility changes caused by construction	X					
Coordinate and draft amended Movement Area LOA as necessary	X					
Review runway/taxiway marking/signage changes with airport authority	X					
- Get Runway Safety involved	X					
Consider ceiling and visibility (if any) requirements for any shortened runway	X					AFS and carriers must be consulted
Review planned nighttime lighting to ensure tower & pilot vision is not obstructed	X					
Review LAHSO changes that are necessary	X					Coordinate changes with airport authority; may require markings, signage, and lighting
Review ADW and CRDA changes that are necessary	X					If arrival tools are to be used, make sure automation and radar maps are updated
Initiate request with AJV to amend airport diagram	X					
Create, approve, and publish changes to local procedures	X					
Notify carriers/operators of any changes in instrument procedures & planned impacts	X					
Conduct initial briefing to operational personnel to raise their situational awareness	X					
<b>Within 30 Days of Project Start</b>						
Confirm airport diagram change publication	X					
- Jeppesen (especially); Garmin, LIDO, Maptech, too						
Contact AIM (AJR-3) to coordinate digital Construction Notice, (diagram showing closures); on a trial basis (largely determined by availability of GIS data); diagrams are not associated with formal AIM (AJR-3) (Aeronav) publication cycle		X				
Confirm points-of-contact for tactical construction/crane operations	X					
Conduct facility controller awareness campaign	X					Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure

## Runway-Taxiway Construction Checklist

Cont'd						
Conduct pilot awareness campaign; (i.e., INFO message, FAAST message)	X					Schedule an RSAT at a minimum (Summit for Core-30 airports) approximately 30 days before closure; Letter to Airmen developed and posted
Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X					
Complete simulator and classroom training	X					
Brief controllers/operational personnel (first briefing on specific project)	X					
<b>Within 2 Weeks of Project Start</b>						
Brief FLM's/OM's/CIC's on ATIS review requirements refresher prior to closure	X					
<b>On Day of Closure</b>	<b>Required</b>	<b>Suggested</b>	<b>Status</b>	<b>Date</b>	<b>Reason Not Accomplished</b>	<b>Notes</b>
Re-brief controllers/operational personnel	X					
Stage project knowledgeable staff personnel in operating quarters (day and night shifts)	X					Plans & Procedures personnel or facility project focal as applicable
ATIS software checked to ensure information is broadcast digitally through ARINC	X					This item is required only if facility has users that employ ACARs as a means of obtaining the ATIS
Check ATIS content on TDLS	X					
Verify NOTAMs in place; review for accuracy	X					
Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X					
Implement Movement Area LOA	X					
Make necessary changes to IDS-4	X					
Verify lighted "X's" on runways	X					
Update all Orders, Notices, LOA's, binders as needed	X					
JUST SAY "NO" - no last minute changes	X					
<b>During Construction</b>						
Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X					
Recheck NOTAMs and ATIS constantly; review for accuracy	X					Advise airport authority of any NOTAM discrepancies; have separate person review ATIS recordings
<b>Following Construction</b>						
Report out to the District Manager, Service Area Director, Runway Construction Advisory Committee	X					
Conduct surveys targeted at reviewing construction activities and mitigations to determine effectiveness of new procedures	X					Adverse trends and/or unsafe findings are reported to the ACAC

## Runway-Taxiway Construction Checklist

Partial Runway Closure (Relocated Threshold)	Start date:					
As Early as Possible:	Required	Suggested	Status	Date	Reason Not Accomplished	Notes
Review best practices/lessons learned	X					
Integrate Technical Operations to ensure cooperation	X					
Review airport Master Plan (long-range) with airport authority	X					Review specific imminent phases (revisit as funding changes); request daily updates be posted on airport authority webpage
Notify the Airport Construction Advisory Council via email to the following address: <b>9-AJA-ConstructionCouncil@faa.gov</b>	X					
Coordinate with sponsor to effect closure coincidental to publication/charting date		X				
Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X					
Model the construction in the simulator	X					
Advise/coordinate project with regional Runway Safety Office	X					
- accomplish local-regional RSAT focused on construction impact	X					
Tailor communication strategy to this project	X					
Coordinate with Traffic Management - develop impact statement	X					
Confirm effect to instrument procedures, critical areas, protected surfaces; check with AFS	X					
Review necessary LOA changes related to local operators	X					
Evaluate whether construction may generate need for new/different runway hot spot(s)	X					
Review ARFF routes/staging and suspicious materials holding areas with airport authority	X					
Confirm location of RSA(s) for each proposed and existing runway affected	X					
Determine extent of surface surveillance (ASDE-X and/or AMASS) map changes needed and coordinate as necessary	X					
Determine whether video map set change is needed and coordinate as necessary	X					
Review Construction Safety Phasing Plan (CSPP) with Airport District Office (ADO)	X					Review construction safety plans submitted to ADO and comment on vehicle routes to/from movement areas; insist on use of access roads to runway ends if construction affects intersecting runways
Review movement area visibility changes caused by construction	X					
Coordinate and draft amended Movement Area LOA as necessary	X					
Review runway/taxiway marking/signage changes with airport authority	X					
- Get Runway Safety involved	X					
Consider ceiling and visibility (if any) requirements for any shortened runway	X					AFS and carriers must be consulted
Review planned nighttime lighting to ensure tower & pilot vision is not obstructed	X					
Review LAHSO changes that are necessary	X					Coordinate changes with airport authority; may require markings, signage, and lighting
Review ADW and CRDA changes that are necessary	X					If arrival tools are to be used, make sure automation and radar maps are updated
Initiate request with AJV to amend airport diagram	X					
Create, approve, and publish changes to local procedures	X					
Notify carriers/operators of any changes in instrument procedures & planned impacts	X					
Conduct initial briefing to operational personnel to raise their situational awareness	X					
Coordinate with Tech Ops to explore feasibility of installation of REIL's at relocated threshold if runway used for arrivals		X				
Coordinate with Tech Ops to explore feasibility of PAPI/VASI installation at relocated threshold if runway used for arrivals		X				Double-width chevrons used in some locations resulted in improved visibility of markings from pilot's perspective
Coordinate with the airport operator to ensure that any permanent obstacles installed in the closed section of the runway are appropriately lighted/painted.	X					LOC antennae have been installed at locations and were protected with a blast fence. Paint/lights help pilots see them.
Coordinate with airport operator to explore feasibility of enhanced chevrons (size)		X				

## Runway-Taxiway Construction Checklist

Cont'd						
Coordinate with airport operator to explore feasibility of use of green paint to clarify distinction between usable and unusable surfaces		X				
Coordinate with airport operator to ensure that distance remaining signs match the (temporary) actual runway length		X				
Coordinate with airport operator to explore feasibility of installing TORA signage at departure points		X				TORA = Take-off Run Available
<b>Within 30 Days of Project Start</b>	<b>Required</b>	<b>Suggested</b>	<b>Status</b>	<b>Date</b>	<b>Reason Not Accomplished</b>	<b>Notes</b>
Confirm airport diagram change publication - Jeppesen (especially); Garmin, LIDO, Maptech, too	X					
Contact AIM (AJR-3) to coordinate digital Construction Notice, (diagram showing closures); on a trial basis (largely determined by availability of GIS data); diagrams are not associated with formal AIM (AJR-3) (Aeronav) publication cycle		X				
Confirm points-of-contact for tactical construction/crane operations	X					
Conduct facility controller awareness campaign	X					Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure
Conduct pilot awareness campaign; (i.e., INFO message, FAAST message)	X					Schedule an RSAT at a minimum (Summit for Core-30 airports) approximately 30 days before closure; Letter to Airmen developed and posted
Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X					
Complete simulator and classroom training	X					
Brief controllers and operational personnel (first briefing)	X					
<b>Within 2 Weeks of Project Start</b>						
Brief FLM's/OM's/CIC's on ATIS review requirements refresher prior to closure	X					
<b>On Day of Closure</b>						
Re-brief controllers/operational personnel	X					
Stage project knowledgeable staff personnel in operating quarters (day and night shifts)	X					Plans & Procedures personnel or facility project focal as applicable
ATIS software checked to ensure information is broadcast digitally through ARINC	X					This item is required only if facility has users that employ ACARs as a means of obtaining the ATIS
ATIS to include the word "Warning," "shortened," and "feet available" when describing runway closure	X					Phraseology: "Warning, runway ____ has been shortened, _____ (length) feet available."
Check ATIS content on TDLS	X					
Verify NOTAMs in place: review for accuracy	X					
Implement policy of including "shortened" when clearing users to restricted (reduced length) runways	X					Phraseology: Runway ____ shortened, cleared for takeoff. Phraseology: Runway ____ shortened, cleared to land."
Do not use the term "full length" when the runway length available for departure has been temporarily shortened	X					
Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X					
Implement rewritten Movement Area LOA	X					
Make necessary changes to IDS-4	X					
Ensure new distance remaining signs have been installed on runway	X					
Update all Orders, Notices, LOA's, binders as needed	X					
JUST SAY "NO" - no last minute changes	X					
<b>During Construction</b>						
Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X					
Recheck NOTAMs and ATIS constantly; review for accuracy	X					Advise airport authority of any NOTAM discrepancies; have separate person review ATIS recordings

## Runway-Taxiway Construction Checklist

Cont'd						
<b>Following Construction</b>						
Report out to the District Manager, Service Area Director, Runway Construction Advisory Committee	X					
Conduct surveys targeted at reviewing construction activities and mitigations to determine effectiveness of new procedures	X					Adverse trends and/or unsafe findings are reported to the ACAC

# Runway-Taxiway Construction Checklist

<b>Taxiway Construction</b>	<b>Start date:</b>					
<b>As Early as Possible:</b>	<b>Required</b>	<b>Suggested</b>	<b>Status</b>	<b>Date</b>	<b>Reason Not Accomplished</b>	<b>Notes</b>
Review best practices/lessons learned	X					
Integrate Technical Operations to ensure cooperation	X					
Review airport Master Plan (long-range) with airport authority	X					Review specific imminent phases (revisit as funding changes); request daily updates be posted on airport authority webpage
Notify the Airport Construction Advisory Council via email to the following address: <b>9-AJA-ConstructionCouncil@faa.gov</b>	X					
Coordinate with sponsor to effect closure coincidental to publication/charting date		X				
Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X					
Model the construction in the simulator	X					
Advise/coordinate project with regional Runway Safety Office - accomplish local-regional RSAT focused on construction impact	X					
Tailor communication strategy to this project	X					
Coordinate with Traffic Management - develop impact statement	X					
Confirm effect to instrument procedures, critical areas, protected surfaces; check with AFS	X					
Review necessary LOA changes related to local operators	X					
Evaluate whether construction may generate need for new/different runway hot spot(s)	X					
Review ARFF routes/staging and suspicious materials holding areas with airport authority	X					
Confirm location of RSA(s) for each proposed and existing runway affected	X					
Determine extent of surface surveillance (ASDE-X and/or AMASS) map changes needed and coordinate as necessary	X					
Determine whether video map set change is needed and coordinate as necessary	X					
Review Construction Safety Phasing Plan (CSPP) with Airport District Office (ADO)	X					Review construction safety plans submitted to ADO and comment on vehicle routes to/from movement areas; insist on use of access roads to runway ends if construction affects intersecting runways
Review movement area visibility changes caused by construction	X					
Coordinate and draft amended Movement Area LOA as necessary	X					
Review runway/taxiway marking/signage changes with airport authority - Get Runway Safety involved	X					
Review planned nighttime lighting to ensure tower & pilot vision is not obstructed	X					
Initiate request with AJV to amend airport diagram	X					
Create, approve, and publish changes to local procedures	X					
Notify carriers/operators of any changes in instrument procedures & planned impacts	X					
Conduct initial briefing to operational personnel to raise their situational awareness	X					
<b>Within 30 Days of Project Start</b>						
Confirm airport diagram change publication - Jeppesen (especially); Garmin, LIDO, Maptech, too	X					
Contact AIM (AJR-3) to coordinate digital Construction Notice, (diagram showing closures); on a trial basis (largely determined by availability of GIS data); diagrams are not associated with formal AIM (AJR-3) (Aeronav) publication cycle		X				
Confirm points-of-contact for tactical construction/crane operations	X					
Conduct facility controller awareness campaign	X					Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure
Conduct pilot awareness campaign; (i.e., INFO message, FAAST message)		X				Schedule RSAT at minimum (Summit for Core-30 airports) approx. 30 days before closure; Letter to Airmen developed & posted
Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X					
Complete simulator and classroom training	X					
Brief controllers/operational personnel (first briefing)		X				

## Runway-Taxiway Construction Checklist

<b>Within 2 Weeks of Project Start</b>						
Brief FLMS/OMs/CIC's on ATIS review requirements refresher prior to closure	X					
<b>On Day of Closure</b>	<b>Required</b>	<b>Suggested</b>	<b>Status</b>	<b>Date</b>	<b>Reason Not Accomplished</b>	<b>Notes</b>
Re-brief controllers/operational personnel	X					
Stage project knowledgeable staff personnel in operating quarters on day of closure day and night shifts)	X					Plans & Procedures personnel or facility project focal as applicable
ATIS software checked to ensure information is broadcast digitally through ARINC	X					This item is required only if facility has users that employ ACARs as a means of obtaining the ATIS
Check ATIS content on TDLS	X					
NOTAMs in place and reviewed for accuracy	X					
Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X					
Implement Movement Area LOA	X					
Make necessary changes to IDS-4	X					
Update all Orders, Notices, LOA's, binders as needed	X					
JUST SAY "NO" - no last minute changes	X					
<b>During Construction</b>						
Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X					
Recheck NOTAMs and ATIS constantly; review for accuracy	X					Advise airport authority of any NOTAM discrepancies; have separate person review ATIS recordings
<b>Following Construction</b>						
Report out to the District Manager, Service Area Director, Runway Construction Advisory Committee	X					
Conduct surveys targeted at reviewing construction activities and mitigations to determine effectiveness of new procedures	X					Adverse trends and/or unsafe findings are reported to the ACAC

## Runway-Taxiway Construction Checklist

Runway/Taxiway Opening (re-opening)	Start date:					
<i>As Early as Possible:</i>	Required	Suggested	Status	Date	Reason Not Accomplished	Notes
Review best practices/lessons learned	X					
Integrate Technical Operations to ensure cooperation	X					
Coordinate with sponsor to effect opening coincidental to publication/charting date		X				
Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X					
Model the opening in the simulator	X					
Advise/coordinate project with regional Runway Safety Office	X					
- accomplish local-regional RSAT focused on construction impact	X					
Tailor communication strategy to this project	X					
Coordinate with Traffic Management - develop efficiency statement	X					
Confirm effect to instrument procedures, critical areas, protected surfaces; check with AFS	X					
Review necessary LOA changes related to local operators	X					
Evaluate whether opening may generate need for new/different runway hot spot(s)	X					
Review ARFF routes/staging and suspicious materials holding areas with airport authority	X					
Confirm location of RSA(s) for each proposed and existing runway affected	X					
Determine extent of surface surveillance (ASDE-X and/or AMASS) map changes needed and coordinate as necessary	X					
Determine whether video map set change is needed and coordinate as necessary	X					
Coordinate and draft amended Movement Area LOA as necessary	X					
Review runway/taxiway marking/signage changes with airport authority	X					
- Get Runway Safety involved	X					
Review LAHSO changes that are necessary	X					Coordinate changes with airport authority; may require markings, signage, and lighting
Review ADW and CRDA changes that are necessary	X					If arrival tools are to be used, make sure automation and radar maps are updated
Initiate request with AJV to amend airport diagram	X					
Create, approve, and publish changes to local procedures	X					
Notify carriers/operators of any changes in instrument procedures & planned impacts	X					
Coordinate with airport operator to ensure that distance remaining signs match the (temporary) actual runway length		X				
Conduct initial briefing to operational personnel to raise their situational awareness	X					
<b>Within 30 Days of Opening</b>						
Confirm airport diagram change publication - Jeppesen (especially); Garmin, LIDO, Maptech, too	X					New diagram changes can require more than 60-days if survey information is not available; communicate to AJV office early to avoid charting issues
Contact AIM (AJR-3) to coordinate digital Construction Notice, (diagram showing closures); on a trial basis (largely determined by availability of GIS data); diagrams are not associated with formal AIM (AJR-3) (Aeronav) publication cycle		X				
Confirm points-of-contact for tactical construction/crane operations	X					
Conduct facility controller awareness campaign	X					Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure
Conduct pilot awareness campaign; (i.e., INFO message, FAAST message)	X					Schedule an RSAT at a minimum (Summit for Core-30 airports) approximately 30 days before opening; Letter to Airmen developed and posted
Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X					
Complete simulator and classroom training	X					
Brief controllers/operational personnel (first briefing)	X					



## Runway-Taxiway Construction Checklist

Cont'd						
<b>Within 2 Weeks of Opening</b>						
Brief FLM's/OM's/CIC's on ATIS review requirements refresher prior to opening	X					
<b>On Day of Opening</b>	Required	Suggested	Status	Date	Reason Not Accomplished	Notes
Re-brief controllers/operational personnel	X					
Stage project knowledgeable staff personnel in operating quarters on day of opening day and night shifts)	X					Plans & Procedures personnel or facility project focal as applicable
ATIS software checked to ensure information is broadcast digitally through ARINC	X					This item is required only if facility has users that employ ACARs as a means of obtaining the ATIS
Check ATIS content on TDLS	X					
NOTAMs in place and reviewed for accuracy	X					
Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X					
Implement Movement Area LOA	X					
Make necessary changes to IDS-4	X					
Update all Orders, Notices, LOA's, binders as needed	X					
JUST SAY "NO" - no last minute changes	X					
<b>During Construction</b>						
Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X					
Recheck NOTAMs and ATIS constantly; review for accuracy	X					Advise airport authority of any NOTAM discrepancies; have separate person review ATIS recordings
<b>Following Construction</b>						
Report out to the District Manager, Service Area Director, Runway Construction Advisory Committee	X					
Conduct surveys targeted at reviewing construction activities and mitigations to determine effectiveness of new procedures	X					Adverse trends and/or unsafe findings are reported to the ACAC

## Runway-Taxiway Construction Checklist

New Runway Construction	Start date:					
As Early as Possible:	Required	Suggested	Status	Date	Reason Not Accomplished	Notes
Review best practices/lessons learned	X					
Integrate Technical Operations to ensure cooperation	X					
Review airport Master Plan (long-range) with airport authority	X					Review specific imminent phases (revisit as funding changes); request daily updates be posted on airport authority webpage
Notify the Airport Construction Advisory Council via email to the following address: <b>9-AJA-ConstructionCouncil@faa.gov</b>	X					
Coordinate with sponsor to determine timing of opening to publication/charting date		X				
Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X					
Develop plans for modeling the new runway operations in the simulator	X					
Advise/coordinate project with regional Runway Safety Office - accomplish local-regional RSAT focused on construction impact	X					
Tailor communication strategy to this project	X					
Coordinate with Traffic Management - develop impact statement	X					
Confirm effect to instrument procedures, critical areas, protected surfaces; check with AFS	X					
Review necessary LOA changes related to local operators	X					
Determine extent of changes needed for all Orders, Notices, LOA's, binders	X					
Evaluate whether construction may generate need for new/different runway hot spot(s)	X					
Review ARFF routes/staging and suspicious materials holding areas with airport authority	X					
Confirm location of RSA(s) for each proposed and existing runway affected	X					
Determine extent of surface surveillance (ASDE-X and/or AMASS) map changes needed and coordinate as necessary	X					
Determine timing of video mapset change and coordinate as necessary	X					
Review Construction Safety Phasing Plan (CSPP) with Airport District Office (ADO)	X					Review construction safety plans submitted to ADO and comment on vehicle routes to/from movement areas; insist on use of access roads to runway ends if construction affects intersecting runways
Review movement area visibility changes caused by construction	X					
Coordinate and draft amended Movement Area LOA as necessary	X					
Review runway/taxiway marking/signage changes with airport authority - Get Runway Safety involved	X					
Review planned nighttime lighting to ensure tower & pilot vision is not obstructed	X					
Review LAHSO changes that are necessary	X					Coordinate changes with airport authority; may require markings, signage, and lighting
Review ADW and CRDA changes that are necessary	X					If arrival tools are to be used, make sure automation and radar maps are updated
Initiate request with AJV to amend airport diagram	X					
Create, approve, and publish changes to local procedures	X					
Notify carriers/operators of any changes in instrument procedures & planned impacts	X					
Conduct initial briefing to operational personnel to raise their situational awareness	X					
Anticipate runway/taxiway name changes (see Best Practices)	X					
Confirm points-of-contact for tactical construction/crane operations	X					
Brief controllers/operational personnel (first briefing on specific project)	X					

## Runway-Taxiway Construction Checklist

Cont'd						
<b>Within 30 Days of Project Start</b>	<b>Required</b>	<b>Suggested</b>	<b>Status</b>	<b>Date</b>	<b>Reason Not Accomplished</b>	<b>Notes</b>
Confirm airport diagram change publication - Jeppesen (especially); Garmin, LIDO, Maptech, too	X					New diagram changes can require more than 60-days if survey information is not available; communicate to AJV office early to avoid charting issues
Contact AIM (AJR-3) to coordinate digital Construction Notice, (diagram showing closures); on a trial basis (largely determined by availability of GIS data); diagrams are not associated with formal AIM (AJR-3) (Aeronav) publication cycle		X				
Confirm points-of-contact for tactical construction/crane operations	X					
Conduct facility controller awareness campaign	X					Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure
Conduct pilot awareness campaign; (i.e., INFO message, FAAST message)	X					Schedule an RSAT at a minimum (Summit for Core-30 airports) approximately 30 days before closure; Letter to Airmen developed and posted
Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X					
Complete simulator and classroom training	X					
Brief controllers/operational personnel (first briefing on specific project)	X					
<b>Within 2 Weeks of Project Start</b>						
Brief FLM's/OM's/CIC's on ATIS review requirements refresher	X					
<b>On Day of Opening</b>						
Re-brief controllers/operational personnel	X					
Stage project knowledgeable staff personnel in operating quarters (day and	X					
ATIS software checked to ensure information is broadcast digitally through	X					
Check ATIS content on TDLS	X					
Verify NOTAMs in place; review for accuracy	X					
Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X					
Implement Movement Area LOA	X					
Make necessary changes to IDS-4	X					
Update all Orders, Notices, LOA's, binders as needed	X					
JUST SAY "NO" - no last minute changes	X					
<b>During Construction</b>						
Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X					
Recheck NOTAMs and ATIS constantly; review for accuracy	X					Advise airport authority of any NOTAM discrepancies; have separate person review ATIS recordings
<b>Following Construction</b>						
Report out to the District Manager, Service Area Director, Runway Construction Advisory Committee	X					